



Montana  
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TO: System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
RE: Students who move during the CRT and CRT-Alternate Testing Windows—Spring 2011

School Testing Window Requirements:

- The state testing window for the CRT is March 1 – March 24, 2011.
- The school testing window must be within the state testing window.
  - The school testing window includes regularly scheduled testing and make-up tests. Example: If a school's regularly scheduled testing window ends on March 15 and a makeup is given on March 16, the last day of the school's testing window is March 16.

AIM Data Collections and Requirements:

- Test Window Count Date: **March 15, 2011**
- The Program Participation Collection begins March 1 and ends March 26, 2011. Program Participation data is reported in AIM for all students enrolled in the school during the testing window (including non-tested grades and CRT Alternate students). All data should be accurate as of the test window count date of March 15, 2011.
- The Test Window Attendance Collection begins March 9 and ends March 26, 2011. You must report the aggregate hours and absences of all students as of March 15. Use the next regularly scheduled school day if your school is not in session on March 15, 2011. The attendance count (absent field) reported in the Fall Attendance Collection and the Test Window Attendance Collection are averaged to determine the school's attendance rate which is used in AYP calculations. This field does not indicate if the student *participated* in the CRT assessment.

On the following pages are three tables:

**Table 1**

Provides guidance for Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for students who move from one Montana public school to another during the state testing window.

**Tables 2 and 3**

Provide guidance on Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for newly enrolled students who enroll from a private or home school, from out of state, or who transfer to a private or home school or move out of state during or after the school's testing window.

*The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.*

**Table 1: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (the old school)	During the old school's testing window	<b>If student did not start the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form with notation that student is no longer enrolled.</li> </ul> <b>If student started or started and did not complete the test</b> <ul style="list-style-type: none"> <li>Incomplete Answer Booklet should be marked as such and placed in Special Handling envelope.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	If the student <i>was enrolled on 3/15/11</i> , data should be reported in the Program Participation and Test Window Attendance Collections.  If the student <i>exited prior to 3/15/11</i> , do not include in data collections.
	During the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	Include student data in Program Participation Collection <i>regardless of enrollment end date</i> .  If student <i>was enrolled on 3/15/11</i> , include data in Test Window Attendance Collection.
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	Include student data in Program Participation Collection <i>regardless of enrollment end date</i> .  If student <i>was enrolled on 3/15/11</i> , include data in Test Window Attendance Collection.

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	During the new school's testing window	<p><b>If student completed the test at the old school</b></p> <ul style="list-style-type: none"> <li>• The old school submits the Answer Booklet to Measured Progress.</li> </ul> <p><b>If the student did not start the test at the old school, the test should be administered at the new school</b></p> <ul style="list-style-type: none"> <li>• Use materials at the new school.</li> </ul> <p><b>If the student started the test, but did not complete the test at the old school, the test should be administered and completed at the new school</b></p> <ul style="list-style-type: none"> <li>• Use materials at the new school.</li> <li>• Contact the old school to find out what form of the assessment the student used and what sessions were completed.</li> <li>• Use the same form at the new school as the old school and ONLY administer the sessions that were NOT administered at the old school.</li> <li>• Each school needs to return the testing materials to Measured Progress. Place the answer booklets in the special handling envelope with an explanation.</li> </ul> <p><b>AT THE NEW SCHOOL, for either a test started at the old school or administered at the new school, the following coding is required:</b></p> <ul style="list-style-type: none"> <li>• The new school should bubble the following in the Answer Booklet: <ul style="list-style-type: none"> <li>• Page 1 <ul style="list-style-type: none"> <li>○ Student name, school code, State Student ID</li> </ul> </li> </ul> </li> </ul>	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/15/11</i>, include data in Test Window Attendance Collection.</p>

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	After the new school's testing window	Student is not included in testing at the new school.	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	If the student <i>was enrolled on 3/15/11</i> , data should be reported in the Program Participation and Test Window Attendance Collections.

**Table 2: Student withdraws from an accredited Montana public or private school to enroll in a school outside of Montana, a private non-accredited school, or a home school**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (old school) to enroll in a school outside of Montana or student transfers to a private or home school.	During the old school's testing window	<b>If student did not start or complete the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form with notation that student is no longer enrolled.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/15/11</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/15/11</i>, do not include in data collections.</p>
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Answer Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/15/11</i>, include data in Test Window Attendance Collection.</p>

**Table 3: Student enrolls in an accredited Montana public or private school from out of state or a private non-accredited home school during or after the school's testing window.**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in a Montana school (new school) from a school outside Montana or student transfers from a private or home school.	During the new school's testing window	<ul style="list-style-type: none"> <li>• Student needs to participate in testing.</li> <li>• New school should bubble the following on the Answer Booklet: <ul style="list-style-type: none"> <li>• Page 1 <ul style="list-style-type: none"> <li>○ Student name, school code, State Student ID</li> </ul> </li> </ul> </li> </ul>	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Include student data in Program Participation Collection <i>regardless of enrollment start date.</i></p> <p>If student <i>was enrolled on 3/15/11</i>, include data in Test Window Attendance Collection.</p>
	After the new school's testing window	Student is not included in testing at the new school.	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/15/11</i>, include data in Test Window Attendance Collection.</p>